



Case No.  
Case Name:  
Trial Date:

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE  
TRIAL RULES AND PROCEDURES FOR FAMILY LAW DEPARTMENTS COUNTYWIDE  
(Local Rule 5.0053)**

INITIALS

1. No later than 10 days before the Trial Readiness Conference all attorneys and self-represented parties shall MEET AND CONFER and prepare:
  - (a) A list of disputed issues, with a short explanation of each;
  - (b) A statement of facts from each side; and
  - (c) A signed stipulation as to undisputed issues of fact and law, and exhibits, which can be admitted without foundation.
2. A Trial Readiness Conference shall be set the by the court prior to the trial. All parties and their counsel shall be present at the Trial Readiness Conference unless waived by the court.

*Initial Here if appearance is waived:*
3. Each party must provide to the court at the time of the Trial Readiness Conference, the following:
  - (a) Current Income and Expense Declarations including the last three pay stubs, the last two years income tax returns, corporate income tax returns if applicable, 1099's for the last two years and any and all information tending to assist the court in deciding questions of income;
  - (b) Copies of any cases the parties wish the court to read before trial;
  - (c) On one sheet of paper, set out how the property and debts should be divided and how any equalization payment should be handled;
  - (d) A list of witnesses and a short statement as to what they will testify; and
  - (e) The items outlined in a, b, & c from paragraph 1.

All of the above items shall be submitted to the clerk and marked received. The Court will file necessary items on the day of trial. The Court will not accept a "Traditional Trial Brief" in lieu of the items required by this order, but such a brief may be submitted in addition if desired.
4. All exhibits shall be pre-marked by attorneys and exchanged before the day of trial. The court will only accept pre-marked exhibits in court on the day of trial.
5. Each party prior to 12:00 noon shall pay reporter fees on each day of trial. Fee for half day (four hours or less) is \$129.50 due from each party for a total of \$259.00. Fee for full day (four hours or more) is \$295.50 due from each party for a total of \$591.00.
6. If you are unable to pay court reporter fees, you may apply for a Fee Waiver at least 10 days prior to your trial date. If you have not requested a Fee Waiver previously, use Judicial Council forms FW-001 & FW-003. If you have been granted a fee waiver, but it has been 60 days or more since the initial fee waiver order, use Judicial Council forms FW-002 & FW-003.
7. Only the judicial officer, upon a written stipulation or written motion and a showing of good cause, shall continue trials. If parties are not prepared to go forward on the date of the Trial Readiness Conference and there is no good cause to continue, the matter will be taken off calendar and the at-issue stricken, and sanctions may be issued.
8. Failure of one party to appear at the Trial Readiness Conference, or failure to comply with these rules, without good cause may result in one or more of the following sanctions: (a) Striking that party's pleadings, such that the case can proceed by default; (b) Evidence or issue sanctions; or (c) Monetary sanctions.
9. This document incorporates by reference the minutes of the court of the date this matter is set for trial and serves as notice of trial pursuant to C.C.P. § 594 (a) and (b).

FAILURE to notify the court if the case has been settled prior to the trial date will still result in payment of the costs for the court reporter. If applicable, notification of settlement should be presented to the court no later than Friday preceding the trial.

**THESE RULES AND PROCEDURES ARE THE ORDER OF THE COURT EXCEPT AS MODIFIED BY THE COURT ON THE RECORD**

We have read and will comply with the above rules and procedures.

Petitioner: \_\_\_\_\_  
Date: \_\_\_\_\_

Attorney for Petitioner: \_\_\_\_\_  
Date: \_\_\_\_\_

Respondent: \_\_\_\_\_  
Date: \_\_\_\_\_

Attorney for Respondent: \_\_\_\_\_  
Date: \_\_\_\_\_

**IT IS SO ORDERED:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Judicial Officer